

ePayroll – Handling Exceptions for Enrollment

Recommended Practice

DAS recommends the following process for handling exceptions to enrolling in ePayroll, to best comply with [OAR 125-015-0200](#). All documentation for judicial action and security concerns must be verified and approved by agency Human Resources staff on the direct deposit form.

Process for documenting exceptions

- New Hires** - direct deposit form in employee payroll file (code A).
- Changing financial institutions** - direct deposit forms in employee payroll file (code B).
- Job lasting less than 3 months** - notation showing duration of position on original direct deposit form in employee payroll file (code C).
- On-going LWOP** - copy of personnel action or FMLA approval letter with dates in employee payroll file (code D).
- Separations** - no documentation required (code E).
- No established bank account** - notation on direct deposit form showing employee opting out of ePayroll (Code F).
- Judicial Action** - original or copy of HR verified and signed direct deposit form in employee payroll file (code G).
- Security concerns** - original or copy of HR verified and signed direct deposit form, including applicable agency policies in employee payroll file (code H).